

U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

VACANCY ANNOUNCEMENT

POSITION:	Staff Attorney
CLASSIFICATION/SALARY:	Grade CL 27 \$59,436 Grade CL 28 \$71,237 <i>depending on qualifications and experience</i>
LOCATION:	San Francisco, CA
TERM:	1 year, subject to annual renewal (up to 5 years maximum) based on workload, performance and available funding
CLOSING DATE:	Open until filled

POSITION SUMMARY

The U.S. Court of Appeals has several 1-year term openings for staff attorneys. These positions are located in the Office of Staff Attorneys (OSA), the Court's central legal staff. Staff attorneys report to the Chief Deputy Clerk/Senior Staff Attorney via a supervising staff attorney and provide substantive legal analysis, advice and assistance on appeals pending before the Court and on other court-related legal issues. Representative duties include:

- Review and analyze district court and agency records, parties' briefs, motions and all other documents in cases on appeal. Conduct in-depth legal research of all issues that form the basis for the recommended disposition of cases and motions; orally present recommended dispositions for judges' consideration.
- Prepare written memorandum and/or draft dispositions for submission to three-judge panels. explaining the factual and legal bases for recommended disposition of appeals and motions.
- Appear before three-judge panels and orally submit recommended disposition of ready appeals or motions.
- Analyze petitions for rehearing and suggestions for rehearing en banc, and recommend disposition to three-judge panels.
- Draft opinions and orders for judges' consideration.
- Respond to telephonic public inquiries and requests for information or assistance from judges or other court staff.
- Meet court standards for quality, quantity and timeliness of case work.

REQUIRED QUALIFICATIONS

- Minimum of 2 years post-JD legal work experience; at least one year of Immigration or Habeas case experience desired.
- Advanced knowledge of Federal Rules of Civil, Criminal and Appellate Procedure; prisoner civil rights, post-conviction proceedings, and federal practice areas generally.

- Advanced ability to comprehend and apply a wide range of legal concepts, principles and practices.
- Advanced ability to conceptualize complex legal problems and solutions and articulate them clearly, succinctly, and effectively, both orally and in writing.
- Advanced ability to receive and apply instruction and to progress to a level of professional independence at which less supervision is required.
- Advanced ability to use computer-assisted legal research services. Ability to use personal computer for word processing.
- Advanced ability to self-manage workload, to work efficiently and effectively, to take increasing responsibility for work product, to be self-motivated, to respond quickly to expedited matters, to meet deadlines, and to accommodate demands for increased productivity.

PREFERRED QUALIFICATIONS

- Admission to practice before the highest court of any American state, commonwealth, territory, or possession
- Federal court experience
- Immigration or habeas experience

BENEFITS

- On-site gym and café
- 10 paid holidays per year
- 13 paid vacation days per year for less than three years of service; 19 days for 3-15 years
- 13 sick days accrued per year
- Federal retirement plan plus optional participation in Thrift Savings Plan (similar to a 401K)
- Optional participation:
 - Choice of federal health plans
 - Federal Employees Group Life Insurance
 - Flexible Benefits Program (health and dependent care)
 - Optional participation:
 - Commuter Benefit Program
 - Long-Term Care Insurance
 - Private Long-Term Disability plan

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or resident alien from a country that has a defense treaty with the U.S. and eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation. Direct deposit of pay required. More than one position may be filled from this announcement.

APPLICATION INFORMATION

Please submit your cover letter, resume and unofficial copy of transcripts to:

HR@ca9.uscourts.gov and include job code **SA-06WEB** in the Subject line.

The U.S. Court of Appeals is an Equal Opportunity Employer